



Walpole Little League

A Safety Awareness Program (Spring & Summer 2023)

Walpole Little League’s implementation of “A Safety Awareness Program” (ASAP) for the 2023 baseball seasons (i.e., spring and summer) ensures the youth of Walpole have the opportunity to learn and play the game of baseball in a safe, well-monitored setting. This plan has been approved by the Walpole Little League Board of Directors and submitted to the District Administrator and Little League International for approval. To ensure the continued safety of players and coaches, this plan will be updated and revised annually.

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A Letter From the Board

Dear Walpole Little League Participants:

Thank you for volunteering for the 2023 Walpole Little League season. We appreciate your commitment to the Walpole community and its families.

The information included in this document constitutes the approved 2023 Safety Awareness Program. It is both critical and **mandatory** for managers and coaches at *all* levels to read and acknowledge this plan. Walpole Little League will distribute a soft copy of this Safety Program to all managers, coaches, league volunteers, and the District Administrator. This plan will also be posted on the Walpole Little League website.

The Safety Awareness Program (ASAP) was developed by the league with the understanding that **safety must be a top priority for coaches**. For the safety of the players, umpires, and spectators, coaches should have firm rules in place for expected behaviors and reinforce them weekly, both in practice and during games.

Your feedback and suggestions are welcome and an important part of our safety efforts. Please feel free to contact any Board member or me, Alex Jefferies, by phone or text at (617) 905-6757 or e-mail at alexjefferies@gmail.com.

We look forward to an exciting and safe Walpole Little League season!

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Luke Parlon
Safety Officer, Walpole Little League
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Steve McMann
President, Walpole Little League
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Qualified Safety Plan

- Walpole Little League will use the Official Little League Volunteer Application form to screen all coaches and volunteers.
- All coaches and volunteers must pass a State of Massachusetts background (JDP) and CORI check before working with players on the field.

Fundamentals & Safety Training

- This year's Safety Training Meeting will be held at the April 2023 Coach's Meeting (West Street Complex). Training will be conducted by Billy O'Connell, Chris Costello, and the Walpole Little League Safety Officers.
- At least one (1) representative from each team must attend the training.
- Every manager or coach must attend this training at least once every three (3) years.

First Aid Training

- Billy O'Connell will conduct the First Aid training to educate all volunteers and league members on concussion symptoms, protocol, and reporting. Coaches will also be made aware of Automatic External Defibrillators (AEDs) and locations.
- To ensure safe food handling and preparation, Walpole Little League Concession Safety Procedures will be posted in the concession stand.
- Walpole Little League will require at least one (1) manager or coach from each team to attend.
- Every manager or coach must attend this training at least once every three (3) years.



Field Maintenance & Safety

- Coaches are required to walk and inspect the fields prior to practices and games. Umpires are also required to monitor the fields for hazards before the start of each game.
- Managers and coaches for each team are responsible for tarping the fields when rain is in forecast.
- Walpole Little League has completed and updated our 2023 Facility Survey online.

Equipment & Safety

- The League Equipment Manager will inspect all equipment in the preseason to ensure the necessary quality for play.
- Managers and coaches must inspect equipment prior to each game to ensure the necessary quality for play.
- **Umpires are required to enforce Little League USA bat standard compliance.**

Reporting Accidents



All accidents and injuries shall be reported to the Walpole Little League Safety Officer within 24 hours. After notification, the Safety Officer will notify the Walpole Little League President, record all information, complete the proper forms, and mail to the insurance representative.

If the Safety Officer is unavailable, the President is to be notified of the accident or injury.

If the President and Safety Officer are unavailable, then any Walpole Little League Board member can be notified of the accident or injury. (See Walpole Little League Board Directory on Page 3 of this Safety Program.)

What to Report

An incident that causes any player, manager, coach, umpire, spectator, or volunteer to receive medical treatment and/or First Aid attention must be reported to the Safety Officer. This even includes passive treatments, such as the evaluation and diagnosis of the extent of the injury or periods of rest.

When to Report

All such incidents described above must be reported to the Safety Officer within 24-48 hours of the incident.

The Safety Officers, Alex Jefferies and Luke Parlon, can be reached using the contact information below:

Alex Jefferies
(617) 905-6757
alexjefferies@gmail.com

Luke Parlon
(617) 778-3640
parlonl@hotmail.com

Walpole Little League participants must use the provided Incident/Injury Tracking Report from the Walpole Little League website. Coaches must provide a completed Incident/Injury Tracking Report to the Safety Officer within 24-48 hours of the incident.

A sample copy of the Incident/Injury Tracking Report is attached to the end of this plan.

Safety & Data Requirements

- Each team will be issued an updated First Aid Kit.
- Teams are required to bring the provided First Aid Kit to all practices and games.
- Walpole Little League requires ALL TEAMS to enforce ALL Walpole Little League Rules, including:
 - a. Proper equipment (e.g., helmet, chest protector, etc.) for catchers;
 - b. No on-deck batters;
 - c. Coaches will not warm up pitchers;
 - d. Bases will disengage on all fields;
 - e. Compliance with Little League USA bat standards;
 - f. Helmets must be worn at ALL times when hitting or on base.
- League Player Registration Data or Player Roster Data and Coach and Manager Data must be submitted via the Little League Data Center at www.littleleague.org. This is a mandatory requirement for an approved ASAP plan.

The Rule of 3

- The “Rule of 3” forbids one (1) adult from ever being alone with one child or teenager.
- If a child is of school age or older, the ratio should be one (1) adult with at least two (2) children or two (2) adults with one (1) child.

Dealing with an Injured Player, Both On & Off the Field

1. Recognize that an injury or illness exists.
2. Don't panic.
 - Staying calm helps keep the injured athlete, coaches, and/or parents calm as well.
3. Mentally prepare yourself for the possibility of a significant injury, but know that severe injuries are infrequent.
4. Survey the scene:
 - Has the play stopped? Is the injured athlete moving?
 - If the answer to the above questions is *yes*, the athlete has a heartbeat, probably is conscious, and probably does not have a neck injury.
5. Why you reach the athlete on the field:
 - a. Questions to ask the athlete:
 1. "Are you okay?"
 2. "Where does it hurt?"
 3. "Do you remember what happened?"
 4. If the athlete can answer these questions, you know that they are breathing, have a pulse, and are conscious. **You may move to Letter D on this list.**
 5. If the athlete does not answer you or if you suspect no pulse, no breathing, and/or possibly a head and/or neck injury, you must call 911 immediately. **Move to Letter B on this list.**
 - b. Is the athlete breathing?
 1. Look-Listen-Feel for breathing
 - Look for the chest to rise and fall;
 - Listen for wheezing, gurgling, or breathing sounds;

- Feel the breath hit your ear.
 - 2. If no breathing, **move to Letter C on this list.**
 - 3. If the athlete is breathing, **move to Letter C** while monitoring their breathing.
- c. Does the athlete have a pulse?
- Check the pulse at the neck. **If there is no pulse, start CPR immediately.**
 - If the athlete has a pulse, **monitor their vital signs and move to Letter D on this list.**
- d. Look for any deformities.
- Is the athlete in an abnormal position?
 - Can you see any swelling, bleeding, or protruding bones?
 - If *no*, **move to Letter G on this list.**
 - If *yes*, assume that a possible fracture has occurred. **Do not** move the athlete. **Call 911 immediately.**
- e. Look for any bleeding!
- Check for excessive bleeding that may be life threatening.
 - Check skin discoloration or warmth for internal bleeding.
 - If *yes*, try to control bleeding with direct pressure on the injury with a sterile gauze pad or clean towel.
 - If *no*, monitor vitals and move to Step #6 on this list.
6. Determine if the athlete should be moved.
- If 911 was called, **do not** move the athlete.
 - If emergency medical attention is not needed and the athlete is able to move without further harming themselves, assist him or her off the field.

7. Continue to monitor the player OFF the field.

- Signs and symptoms of a serious injury may appear once the athlete is off the field.
- Never leave an athlete alone until serious injury has been ruled out.

8. Return to play

- Players may only return to the field of play if the coach is convinced that he or she can play at 100%, with no signs or symptoms of injury present.

9. Parental/Guardian Permission & Notification

- Notify the parent/guardian if an injury occurred that precluded the athlete's ability to continue play.
- If the player is under the age of 18, always get parental/guardian permission before treating the player. This may be done before the season begins or by the permission of the parent at the field of play.

10. Followup Treatment & Return to Play

- Consider requiring physician clearance to return to play.
- Make sure the athlete sees a physician if they continue to have signs and symptoms of injury.

Bloodborne Pathogens

Bloodborne pathogens are disease-causing organisms found in the blood or body fluids of an infected person. When dealing with blood or other body fluids, three bloodborne pathogens are of specific concern:

- Human Immunodeficiency Virus (HIV)
- Hepatitis B Virus (HBV)
- Hepatitis C Virus (HCV)

Your skin provides a natural protective barrier against bloodborne pathogens. To get through your skin, the virus needs a “doorway” into the body, such as through a cut/scratch, razor nick, skin abrasion, dermatitis, sunburn, or acne. The other way bloodborne pathogens can get inside your body is when contaminated blood or body fluids get in your eyes, nose, or mouth through the mucous membranes.

Standard Precautions: Protecting Yourself From Exposure



Always place a barrier between you and another individual’s body fluids. Examples of barriers include latex or vinyl gloves, eyewear, and a rescue-breathing mask.

Always use disposable gloves. Never *reuse* disposable gloves.

Remove gloves properly by carefully peeling one glove from the top of the wrist to the fingertips, and then hold it in the gloved hand. With the exposed hand, peel the second glove off, tucking the first glove inside the second.

Dispose of the glove and never touch the outside of the glove with your bare skin.

If Exposed...

Immediately wash exposed skin with non-abrasive soap and water. If none available, use an alcohol-based hand sanitizer. If infectious materials get in your eyes, nose, or mouth, flush with large amounts of water.

Disinfection should be done with a bleach and water solution. Have water with a 10% bleach solution available to clean up the fluids and then wash the entire area.

Remember, being exposed to infectious material does not automatically mean you are infected.

League Name: _____ League ID: ____ - ____ - ____ Incident Date: _____

Field Name/Location: _____ Incident Time: _____

Injured Person's Name: _____ Date of Birth: _____

Address: _____ Age: _____ Sex: Male Female

City: _____ State _____ ZIP: _____ Home Phone: () _____

Parent's Name (If Player): _____ Work Phone: () _____

Parents' Address (If Different): _____ City _____

Incident occurred while participating in:

- A.) Baseball Softball Challenger TAD
- B.) Challenger T-Ball Minor Major Intermediate (50/70)
- Junior Senior Big League
- C.) Tryout Practice Game Tournament Special Event
- Travel to Travel from Other (Describe): _____

Position/Role of person(s) involved in incident:

- D.) Batter Baserunner Pitcher Catcher First Base Second
- Third Short Stop Left Field Center Field Right Field Dugout
- Umpire Coach/Manager Spectator Volunteer Other: _____

Type of injury: _____

Was first aid required? Yes No If yes, what: _____

Was professional medical treatment required? Yes No If yes, what: _____
(If yes, the player must present a non-restrictive medical release prior to to being allowed in a game or practice.)

Type of incident and location:

- A.) On Primary Playing Field B.) Adjacent to Playing Field D.) Off Ball Field
- Base Path: Running or Sliding Seating Area Travel:
- Hit by Ball: Pitched or Thrown or Batted Parking Area Car or Bike or
- Collision with: Player or Structure C.) Concession Area Walking
- Grounds Defect Volunteer Worker League Activity
- Other: _____ Customer/Bystander Other: _____

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

This form is for local Little League use only (should not be sent to Little League International). This document should be used to evaluate potential safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all Accident claims or injuries that could become claims to any eligible participant under the Accident Insurance policy, please complete the Accident Notification Claim form available at http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf and send to Little League International. For all other claims to non-eligible participants under the Accident policy or claims that may result in litigation, please fill out the General Liability Claim form available here: http://www.littleleague.org/Assets/forms_pubs/asap/GLClaimForm.pdf.

Prepared By/Position: _____ Phone Number: (____) _____

Signature: _____ Date: _____